

# Fax Form

## HRIS Problem Investigation Request

### Kansas State University

To: \_\_\_\_\_, Division of Human Resources FAX: (785) 532-6095

From: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_ E-mail \_\_\_\_\_

Approval Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Explanation of Problem to Investigate/Resolve:

EMPLID: \_\_\_\_\_ EMPL RCD # \_\_\_\_\_ NAME: \_\_\_\_\_

HR Research Notes: \_\_\_\_\_ HR USE ONLY--Assigned to \_\_\_\_\_ Issue # \_\_\_\_\_

HR USE ONLY--Summary of Issue Resolution: Date responded to department: \_\_\_\_\_

Please allow one week for a response from HR staff. Include only Human Resources-related issues on this form. Include system or data entry problems. To request a transfer of payment or to supersede a transaction, submit the appropriate correction form to Human Resources--do not use this Fax Form. Report any system connectivity, hardware, etc., issues to the Help Desk at (785)532-7722.